


Department of the Army
First Region (ROTC)
United States Army Cadet Command
Fort Bragg, North Carolina 28310-5000

FRFG DA 638
10 May 2002

Preparation of DA Form 638

RECOMMENDATION FOR AWARD

FOR THE COMMANDER:



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COL, AD
Chief of Staff

PROPONENT: The proponent of this publication is the Administrative Services Branch, Personnel and Administration Division, Headquarters, First Region (ROTC), US Army Cadet Command. Comments should be sent directly to Headquarters, First Region (ROTC), US Army Cadet Command, ATTN: ATOA-PAA, Fort Bragg, North Carolina 28310-5000.

SUPERSESSSION: This form guide supersedes FRFG DA638, 22 Feb 99.

APPENDIX A: Preparation of DA Form 638 (page 3)

DISTRIBUTION: A; D; S
Distribution codes used are explained in FRMOI 25-1.

This document is available on the First Region (ROTC) Web site at:
www.rotc1.bragg.army.mil

1. Purpose. This form guide provides guidance on the preparation of the DA Form 638 (Recommendation for Award), Nov 94. The DA Form 638 should be electronically generated using FormFlow software.

2. References.

a. AR 600-8-22

- b. CC Reg 672-5-1
- c. FRMOI 600-8-22

3. General.

a. Referenced publications provide the policy pertaining to the Military Awards Program. The DA Form 638 is used to initiate, process and approve individual awards for military personnel. This form guide may be used to aid in the preparation of the DA Form 638.

b. The DA Form 638 should be prepared using the FormFlow software and forwarded through supervisory and command channels to award approving officials.

c. Award approving officials are responsible for the preparation of Part V, Orders Data.

d. Award approving officials and order issuing officials are responsible for the proper filing of military awards in accordance with AR 25-400-2.

Preparation of DA Form 638

RECOMMENDATION FOR AWARD

DA Form 638 will be used to initiate, process and approve award for military personnel. The DA Form 638 will be typewritten or prepared using FormFlow software.

1. TO Enter the address of the final approval authority.
- LM - Commander, TRADOC
Fort Monroe, VA 23651-5000
- MSM - Commander, US Army Cadet Command
Fort Monroe, VA 23651-5000
- ARCOM - Brigade Commanders
- Region Commander
- AAM - Battalion Commanders, LTC and above
- Brigade Commanders
- Region Commander
- MOVSM - Battalion Commanders, LTC and above
- Brigade Commanders
- Region Commander
- For other awards, contact First Region (ROTC)
Military Awards Section. (910) 396-5558.
2. FROM Enter the address of the soldier's immediate commander.
3. DATE Enter the date the recommendation is prepared in day month year format, i.e., 15 Nov 01.

PART I - SOLDIER DATA

- | | |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. NAME | Enter the last name, first name, middle initial, and suffix of the soldier being recommended for award. The name must be as it appears in official personnel records, i.e., SMART, Yew B, Jr. |
| 5. RANK | Enter soldier's rank, not pay grade, i.e., SPC, MSG, MAJ, LTC. |
| 6. SSN | Enter the social security number of the soldier being recommended for award. |
| 7. ORGANIZATION | Enter the soldier's unit address and add the UIC. |
| 8. PREVIOUS AWARDS | List ALL previous individual awards to include oak leaf clusters awarded to the soldier being recommended for award. (Example ARCOM – 2OLC). If no previous awards, enter No Awds. |
| 9. BRANCH OF SERVICE | Indicate the branch of service. For officers indicate the basic branch. |
| 10. RECOMMENDED AWARD | Enter the recommended award to include oak leaf cluster. |
| 11. PERIOD OF AWARD | Enter period covered by the award. Period should be entered in day month year format, i.e., 15 Nov 01. |
| 12. REASON FOR AWARD | Enter the reason for the award (valor, heroism, meritorious achievement, meritorious service). |
| 12a. INDICATE REASON | Indicate the reason for the award recommendation:

ACH - Achievement
SVC - Service
PCS - Permanent change of station
ETS - Estimated termination of separation
RET - Retirement |

Indicate total length of service of soldier being recommended for award. Indicate the proposed presentation date.

12b. INTERIM AWARD

Contact First Region (ROTC) Military Awards Section for guidance on interim awards.

13. POSTHUMOUS

Contact First Region (ROTC) Military Awards Section for guidance on all posthumous awards.

PART II - RECOMMENDER DATA

14. NAME

Enter name of the recommender.

15. ADDRESS

Enter the unit address of the recommender.

16. TITLE/POSITION

Enter the title/position of the recommender.

17. RANK

Enter the recommender's rank, not pay grade, i.e., CPT, LTC, GS-11.

18. RELATIONSHIP TO
AWARDEE

Indicate the relationship of the recommender to the soldier being recommended for award. This serves to clarify the status of the recommender particularly in cases where someone outside the soldier's chain of command is making the recommendation.

19. SIGNATURE

The recommender MUST sign the recommendation.

PART III - JUSTIFICATION AND CITATION DATA

20. ACHIEVEMENTS

For award of the AAM, ARCOM, or MSM, use bullet statements to list the soldier's meritorious service or achievements. Up to four separate achievements may be listed. Recommendations for award of LM will contain a narrative justification which will be added as an enclosure to the DA

Form 638. DO NOT use the “Achievements” block when recommending the soldier for LM. The LM narrative will be prepared on 8 1/2 by 11 inch bond paper double spaced. Include the soldier’s name and social security number at the top of the narrative. Narrative for award of LM should read “for exceptionally meritorious conduct in the performance of outstanding service/achievement.” DO NOT use “for exceptionally meritorious service.”

21. PROPOSED CITATION

Indicate the soldier’s duty position in the proposed citation. Citation for the AAM, ARCOM, and MSM are limited to four lines except for retirement awards which may be six lines in length. The proposed citation will be entered in block 21 of DA Form 638. Citation for the LM is limited to nine lines and may be submitted double spaced on 8 1/2 by 11 inch bond paper. Include the soldier’s name and social security number at the top of the proposed citation. The opening statement of proposed citation for LM should read “for exceptionally meritorious conduct in the performance of outstanding service/achievement.” DO NOT use “for exceptionally meritorious service.”

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NAME

Enter last name, first name, middle initial of the soldier being recommended for award. The name must be as it appears on official personnel records.

SSN

Enter the social security number of the soldier being recommended for award.

PART IV RECOMMENDATIONS/APPROVAL/DISAPPROVAL

22. CERTIFICATION OF
ELIGIBILITY

Commanders (or their designated representative), of soldiers being recommended for award will certify eligibility by signing and dating. If soldier is flagged, check AR 600-8-2 for exceptions.

23. INTERMEDIATE AUTHORITY

The soldier's commander or supervisor will "x" the appropriate block to recommend approval, disapproval, or indicate their recommendation to upgrade or downgrade the recommendation. Enter their name, rank, title or position and sign in the appropriate blocks. The comments block will be completed to justify their recommendation. If the commander is the approving authority for the recommended award they will complete block 26. The DA Form 638 will be forwarded to the next higher commander, supervisor, or headquarters. Battalions will forward approved award of AAM to their Brigade Commander for forwarding to First Region (ROTC) Awards Section.

24. INTERMEDIATE AUTHORITY

Intermediate authorities will "x" the appropriate block to recommend approval, disapproval, or their recommendation to upgrade or downgrade the recommendation.

Enter their name, rank, title or position and sign in the appropriate blocks. The comments block will be completed to justify their recommendation. The DA Form 638 will be forwarded to the next higher commander, supervisor, or headquarters. Brigade Commanders will forward approved award of ARCOM or AAM to First Region (ROTC) Awards Section.

25. INTERMEDIATE AUTHORITY

Intermediate authorities will "x" the appropriate block to recommend approval, disapproval, or their recommendation to upgrade or downgrade the recommendation. Enter their name, rank, title or

position and sign in the appropriate blocks. The comments block will be completed to justify their recommendation. The DA Form 638 will be forwarded to the next higher headquarters.

26. APPROVAL AUTHORITY

The final approval authority will "x" the approved, disapproved block or indicate their decision to recommend upgrade or to downgrade the recommendation. Enter their name, rank, title or position and sign in the appropriate blocks. The DA Form 638 with completed citation certificate will be forwarded through command channels to First Region (ROTC) Awards Section.

PART V - ORDERS DATA

See AR 600-8-105 for guidance on preparation of orders.

27a. ORDER ISSUING HQ

Enter the organization issuing the orders, i.e. US Army ROTC Battalion, Always Correct University, Knowledgetown NC, 12345-6789

27b. PERMANENT ORDER NO

Enter the Permanent Orders number. Orders are numbered consecutively using the Julian date followed by the number of the order issued the same day. For example the fifth order issued on 1 January is numbered 1-5 and the first order issued on 31 December is numbered 365-1.

28a. ORDER APPROVAL
AUTHORITY

Enter the name of the order approving authority.

28b. RANK

Enter the rank, not pay grade of the order approving authority, i.e., CPT, MAJ, LTC.

28c. TITLE/POSITION

Enter the title or position of the order approving authority.

28d. SIGNATURE

The order approving authority will sign the order.

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29. APPROVED AWARD

Enter the approved award to include the Oak Leaf Cluster.

30. DATE

Enter the date of the order.

31. DISTRIBUTION

Indicate the appropriate distribution:

Individual (1)

OMPF (1)

ATOA-PAA-M (1)

NOTE: Original order is a permanent document and MUST be filed IAW AR 25-400-2.